

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, MAY 7, 2019 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

Meeting was called to order by Chairperson Proksa at 4:31 p.m.

Roll Call

Clerk Kropf called the roll and noted that Proksa, Halverson, and Straube were present with Skates, and Flower being absent and excused.

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the April 2, 2019 Personnel Committee Meeting

Motion by Halverson to approve, second by Straube. No discussion. Motion carried 3-0.

Update on Council/Elected Official Onboarding

Clerk Kropf reviewed the current Council Orientation Binder with the committee. She indicated that she is waiting for more department reviews and that she would like to find materials that would outline elected officials' ethics procedures. The committee discussed the need to add an ethics overview and would like to see a general alderpersons' responsibilities/obligation section added as well. No action taken.

Update on Interim Harbormaster Position Recruitment

City Administrator Nord stated that the job had been posted and that six people are slated to be interviewed. He is hopeful to have this position filled by May 20, 2019 so that there may be overlap with the current harbormaster. The City has received only six resumes and Nord felt that was due to the position being interim. No action.

Update regarding bids sought for City of Lake Geneva Public Restroom Sanitation Maintenance/Upkeep

Clerk Kropf noted that there weren't any bids received for this. The committee would like to see a solution for this issue, however felt that the Public Works Committee may wish to discuss this issue and possible solutions further. No action taken.

Future Agenda Items

- Permanent Harbormaster Position
- Health Insurance Update
- Employer Clinic

Adjourn

Motion by Halverson to adjourn, second by Straube. Motion carried 3-0. Meeting adjourned at 5:04 p.m.